



THE CITY OF SEATTLE

is seeking an accomplished professional to serve as

DIRECTOR of the SEATTLE OFFICE for CIVIL RIGHTS

Salary \$78,947–\$130,249 (DOQ)

The Seattle Office of Civil Rights' mission is to assure that the citizens of Seattle enjoy equal rights, equal opportunity and freedom from illegal discrimination through fair application of the law.

"Fairness and inclusion are the cornerstones of my priorities for the City of Seattle. All of us who work in City government have a role to play in achieving race and social justice for everyone."

– Mayor Greg Nickels

THE COMMUNITY

Seattle is the largest city in the Pacific Northwest, located just three hours south of Vancouver, B.C. and three hours north of Portland, Oregon. The city is surrounded by mountains and water, with the Olympic mountains and Puget Sound to the west, and the Cascade mountains and Lake Washington to the east. With an active and engaged population of more than 579,000 residents, and an equivalent daytime workforce, Seattle is an active urban center with safe neighborhoods, vibrant retail and commercial centers, and an outstanding quality of life. Seattle serves as the



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commercial, cultural and technology hub of the region, which is home to Boeing, Microsoft, REI, Nintendo, Nordstrom's, Starbucks, and Amazon.com.

Over two dozen performing arts centers draw major national and regional events to Seattle, which is home to opera, symphony, ballet and theater companies. The City's rich historic heritage has been preserved, and historic districts now house specialty shops, cafes, microbreweries, fine dining, bookstores, antique malls, and galleries. Seattle has been named the most educated and literate city; a top US city for arts-centric businesses and organizations; best US city for access to wireless Internet connections; and the 2nd "Most Kid-Friendly City."

The Seattle Mariners (baseball), Seattle Seahawks (football), Supersonics (basketball), Storm (women's basketball), Sounders (soccer), and Thunderbirds (hockey) provide year-round entertainment for sports fans. Outdoor enthusiasts enjoy activities at the area's numerous lakes, rivers, and mountains, where they can ski the Cascades and sail Puget Sound in the same day; and walk or bicycle miles of trails.

Seattle offers a wide variety of housing opportunities in neighborhoods with distinct character, and residents enjoy the amenities of metropolitan living combined with the natural environmental beauty of the area.

The region has several major colleges, universities, and private schools serving the community, including the University of Washington, Seattle University, and a nationally recognized community college system. Seattle has a moderate climate, with daytime temperatures ranging between 50 and 80 degrees year-round. Despite a reputation for frequent rain, the City actually receives an

unremarkable average annual rainfall of less than 35 inches.

CITY GOVERNMENT

The City of Seattle has a non-partisan Mayor-Council form of government. Nine Council positions are elected at large and serve four-year terms. Mayor Greg Nickels was first elected to office in November 2001, and was re-elected in 2005. He previously served for 14 years as a member of the Metropolitan King County Council. He has worked to advance the City's customer service philosophy, and to provide exceptional, cost-effective services that meet the community's needs, today and into the future. Mayor Nickels is also known for initiating and leading the U.S. Mayors Climate Protection Agreement, which to date has brought together over 520 mayors from across the country to join him in a pledge to meet or beat the emissions reduction goals of the Kyoto Protocol.

Seattle employs over 10,000 full-time employees, while operating with an annual budget of \$2.8 billion. Approximately 70% of the City's workforce is represented by over 30 bargaining units, most of which work with three-year negotiated contracts.

Additional information about the City of Seattle is available on their website at www.seattle.gov.

THE SEATTLE OFFICE OF CIVIL RIGHTS

The SOCR Director reports to the Mayor, and has management oversight of 22.5 FTE's, and an annual operating budget of \$2.1 million. The Office is organized into three Units: Enforcement, Policy and Outreach, and Administration.

SOCR has jurisdiction over the review, investigation and resolution of discrimination



Mayor Greg Nickels



cases in employment, housing, public accommodation and contracting within the City limits. From filing the initial charge through the investigation of a case, the Office provides a neutral forum for resolution of complaints of discriminatory conduct. SOCR also administers the Title VI program of the 1974 Civil Rights Act and Title II of the Americans with Disabilities Act relating to physical access to governmental facilities, projects and programs.

SOCR develops and implements anti-discrimination programs and policies, and enhances awareness through education and outreach to businesses, a wide variety of community groups, and the general public. The Office works collaboratively with immigrants, people of color, women, sexual minorities, and people with disabilities and their advocates, to inform them of their rights under the law. SOCR maintains a highly regarded website (www.seattle.gov/civilrights) and publishes a wide array of printed educational materials, many translated into 10 different languages.

The Office provides public policy recommendations on civil rights issues to the Mayor, City Council, and other City departments, and has earned a reputation as a regional leader for civil rights. SOCR's innovative programs and community outreach strategies have been recognized by the U.S. Department of Housing and Urban Development and the National League of Cities.

SOCR also provides staff support to three independent, volunteer commissions that advise the Mayor and the City Council on relevant issues. The Human Rights Commission educates the public and advocates for human and civil rights; the Women's Commission recommends policies, legislation and programs concerning women; and the Commission for Sexual Minorities addresses the concerns of gay, lesbian, bisexual and transgender residents of Seattle.

POSITION OVERVIEW

The new Director will be appointed by the Mayor, subject to confirmation by the City Council, and will serve as a member of the Mayor's Cabinet. The Director will be responsible for providing leadership and expertise to successfully lead SOCR through enforcement, policy and outreach activities. The position is vacant due to retirement of the previous Director, who had served with the City for 29 years, and in this position for 13 years.

Some of the current issues that the new Director will manage include:

MAYOR'S RACE AND SOCIAL JUSTICE INITIATIVE – In 2004, SOCR was designated to take the lead in implementation of the Mayor's Race and Social Justice Initiative (RSJI), an innovative Citywide program designed to transform workplace policies, practices and procedures to mitigate the impact of race on the delivery of City services. The Director will work to assure the Initiative's long-range success and to ingrain its important principles throughout the organization. RSJI's main goals include:

- Assessing the impact of race on the City's organizational culture, policies, practices and procedures;
- Creating an organization that is free of institutionalized racism;
- Transforming the City's business practices by aligning personnel and contracting activities with race and social justice goals;
- Reducing racial disproportionality in City programs and services to our multi-cultural community;
- Creating more inclusive citizen engagement.

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SOCR ORGANIZATIONAL REVIEW – The new Director will work with staff to strengthen the department's statutory mission of investigating, enforcing and resolving violations of City, State and Federal anti-discrimination laws. Review and development of methods for measuring and evaluating the effectiveness of SOCR's programs and policies will be a priority.

COMMISSION SUPPORT – SOCR provides staff support to the Human Rights Commission, Women's Commission, and Sexual Minorities Commission. The new Director will work to ensure that each Commission has adequate resources to accomplish their missions.

CANDIDATE PROFILE

Candidates must have successful experience as a mid or executive level manager. The ideal candidate will have a thorough knowledge of civil rights and employment law and practices, and experience in conducting investigations and resolving discrimination complaints and cases. Experience reaching out to, and working successfully with, a wide variety of multi-cultural and minority communities is required. A commitment to equality and social justice, and demonstrated success in bridging community and institutional concerns about discrimination issues is essential.

The successful candidate will have the ability to lead and manage in a highly political environment; to provide support to advisory commissions; and to successfully implement organizational change.

Candidates must have exceptional interpersonal, verbal and written communication skills; strong leadership skills; and the ability to work independently, fairly and objectively in an environment with conflicting interests. Skill and experience in public speaking before a wide variety of audiences is required. A Bachelor's degree in a related field or a Juris Doctorate is preferred.

COMPENSATION

The City of Seattle has established an annual salary of \$78,947 – \$130,249 for this broad job classification, and an appointment is expected to be made dependent upon qualifications of the selected candidate. The City offers an excellent benefit package and working conditions.

APPLICATION AND SELECTION PROCESS

The final filing date for this position is **August 15, 2007**. To be considered for the position, please submit an unbound resume, cover letter, current salary, and references (e-mail preferred) as soon as possible to **Nora Connors** at:

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the Selection Committee. Interviews will be followed by reference checks after receiving the candidate's permission. Candidates deemed most qualified will be referred to the Mayor's Office for a final interview process, tentatively planned for mid-October.

We are proud to be an Equal Opportunity Employer.